

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence  
FROM : [REDACTED]  
Acting Director of Personnel  
SUBJECT : Procedures to Observe Ceiling Controls during  
FY 1978-79

1. Action Requested: This memorandum contains recommendations for your approval.

2. Background: Agency components expect to receive [REDACTED]

cuts

during FY 1979. NFAC and OIG, among others, would like to receive additional positions this year from their FY 1979 authorization (proposed). As a further complication, should Agency ceiling for FY 1979 be cut below the expected figure of [REDACTED] some of the planned reallocation for FY 1979 would not be possible. Budgetary constraints and timing problems create a pressing need for management to monitor Agency ceiling carefully throughout FY 1978 to assure (1) that all ceiling is utilized, (2) that priority in authorizing use of potentially unused ceiling is given to the most urgent staffing needs, and (3) that full consideration is given to the reassignment of personnel found surplus to DDO needs who may be qualified for positions elsewhere in the Agency.

3. Staff Discussion: The preferred approach, which is not practicable under current circumstances would be to allocate only

existing ceiling--not borrowing from FY 1979--available from the FY 1978 DDO reductions and allocate it according to the priorities determined upon review of programs and to revise allocation, if

*POTENTIAL*  
necessary, by normal procedures. *WHILE RECOGNIZING THAT THERE ARE PROBLEMS AND RISKS IN DEPARTING FROM NORMAL CEILING CONTROL POLICIES,*  
An alternative for your review and consideration is outlined as

follows:

Allocation and Control of use of Available Total Agency Ceiling through Establishment of Relative Priorities

(a) Concept of the Approach

(1) The A/DDCI will authorize the use of additional staffing authority for components with prioritized requirements when otherwise unused ceiling becomes available within the Agency as a whole.

(2) The Director of Personnel will advise the A/DDCI when unused ceiling appears to be available and the A/DDCI will establish the relative priority of claimants for such unused ceiling.

(3) The A/DDCI has the option of convening periodic meetings of the EAG (to include NFAC) to assist him in determining relative priority.

(4) The Office of Personnel will project monthly gains and losses by Directorate and prepare monthly updates. The Directorates and the DCI area will control internal allocations of ceiling and EOD's. The Office of Personnel will prepare schedules for EOD's by Directorate and by month.

(b) Control of Positions

(1) All Directorates should update immediately their

staffing plans approved by FY 1978 and reflect them in the Position Control Registers.

(2) All Directorates should identify additional positions approved for FY 1979 so that PMCD/OP can establish them on the T/O's as non-count positions until FY 1979 ceiling reallocations can be made.

(3) Position requirements must be defined to provide the basis for placement consideration of internal applicants and external recruitment.

(c) Control of Staffing

(1) SPD/OP will establish EOD schedules by Directorate and by month. Shortfalls in one month can be recovered in succeeding months unless the A/DDCI has confirmed the use of such ceiling to a higher priority component.

(2) Excess EOD's in any one month shall be balanced by reductions in succeeding months.

(3) The Agency on-duty strength may not exceed its intermediate ceiling [redacted] nor the yearend ceiling

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[redacted]  
(4) The Office of Personnel will chair an inter-Directorate committee to monitor the placement of surplus personnel.

(5) The planned numbers of external EOD's will be established only after full consideration of internal reassignment of surplus employees of the DDO.

(d) Control of Promotions

Because ~~of~~ the Career Service Grade Authorizations is computer produced based upon authorized "count" positions, an adjusted CSGA will not be produced to reflect use of ceiling by a different Directorate. Accordingly, Directorates must monitor the effect of the transfer of use of ceiling on headroom actually available.

(e) Control of Funding

The Comptroller will assure that the necessary funding authority accompanies the reallocation of the use of ceiling.

4. Recommendations: That the alternative control system outlined in paragraph 3 be adopted.



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APPROVED: Acting Deputy Director of  
Central Intelligence

\_\_\_\_\_  
Date

DISAPPROVED: Acting Deputy Director of  
Central Intelligence

\_\_\_\_\_  
Date

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Procedures to Observe Ceiling Controls during FY 1978-79

FROM:

Acting Director of Personnel  
5 E 58 HQ

EXTENSION

NO.

DATE

1 DEC 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Acting Deputy Director of  
Central Intelligence

13 DEC 1977

[Redacted]

Jack:

2. *Acting D/Person*  
3. *5 E 58 HQ*

22 DEC 1977

22 DEC 1977

[Redacted]

Re your proposal to use unused ceiling in the Agency to staff priority staffing requirements, attached is a draft which incorporates views expressed by Jim Taylor.

4. *DD/Pe. |*

[Redacted]

May I suggest a session with you to discuss this paper

5.

*re - examination*

I would like to have [Redacted] and [Redacted] in attendance Jim Taylor and [Redacted] should also be present.

6.

[Redacted]

7.

8.

9.

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14.

15.

I await your reaction.

[Redacted]